

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [Debtor City, State, Zip]

RE: NOTICE OF SETTLEMENT FORFEITURE

Account Number: [Insert Account Number]

Original Debt Amount: \$[Insert Amount]

Settlement Agreement Date: [Insert Date of Agreement]

Dear [Debtor Name],

This letter serves as formal notice that you have failed to comply with the terms of the Settlement Agreement dated [Insert Date].

Per the terms of said agreement, your settlement was contingent upon receiving payments as follows: [Insert missed payment dates or amounts]. Because these conditions have not been met, you have defaulted on the agreement.

As a result, the Settlement Agreement is hereby declared null and void.

You have forfeited the discounted settlement offer. The full remaining balance of \$[Insert Total Balance Due], including any applicable interest and fees, is now due immediately. Any payments previously made under the failed settlement have been applied as credits toward your original total balance.

Please remit the full balance of \$[Insert Amount] by [Insert Date] to avoid further collection action or legal proceedings.

Payments can be made via: [Insert Payment Instructions]

If you have any questions, contact our office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]